

*Reinstatements in ALiS





*Resources and Information

- *The Reinstatement process is for educators who wish to activate an endorsement that expired more than one year prior to application.
- *An Educator may reinstate any endorsement that they previously held regardless how long ago the license expired. You are required to reinstate an endorsement at the level in which it lapsed.
- * Link to online system
- * Activities that meet professional learning requirements
- * Technical Assistance: <u>AOE.AlisEDLicensing@state.vt.us</u>
- *Do not use Google Chrome to access the system and apply for a license. It is NOT compatible and will not work.

*Before you start....

- 1. You must be registered in ALiS
- 2. To register go to our website at:
 https://alis.edlicensing.vermont.gov/login.aspx and Click 'Register Here'. For more information on Registering Please view the Registering in ALiS.
- 3. You need to update your profile information
 - * Personal & Contact Information
 - * Current Employment This is critical as your employment will link you with the correct Local Standards Board or the AOE for approval. Make sure that you select the correct SU and school information in the employment section of your profile.
 - * If you are not employed in a Vermont School please select "non-educational employment" or "other" and then complete the remaining details
 - 4. Education Details
 - 5. You will need a credit card or electronic checking account to complete the application process.

After you are finished updating your profile make sure you

Professional Learning for Level I Reinstatements:

- *45 hours of new learning per endorsement
- *15 hours of new learning specific to the endorsement being reinstated
- *All professional learning within the three years preceding the reinstatement application



Professional Learning for Level II Reinstatements:

- *135 hours of new learning per endorsement (lapsed seven (7) year license)
- *45 hours of new learning specific to the endorsement being reinstated
- *All professional learning within the seven years preceding the reinstatement application
- *This will change after 2020.



Self-Assessment:

*Required if currently practicing under the endorsement to be reinstated.

Learning Progre	lf-Assessment based on essions/Core Teaching hip Standards
	Standards Board
I,(Name of Educ	, attest that
	,
practice within six months of my	nt of my teaching and/or leadership renewal application based on the: /Core Teaching Standards
practice within six months of my Learning Progressions	nt of my teaching and/or leadership renewal application based on the: /Core Teaching Standards
practice within six months of my Learning Progressions Core Leadership Stand	nt of my teaching and/or leadership renewal application based on the: /Core Teaching Standards
practice within six months of my Learning Progressions Core Leadership Stand	nt of my teaching and/or leadership renewal application based on the: Core Teaching Standards lards

Any additional documentation required by endorsement:

- *Nurses
- Valid VT RN License
- Valid CPR-AED & First Aid



- *PE teachers
- ☐ Valid CPR-AED & First Aid



- *Health teachers
- Valid CPR-AED



- *Driver Ed teachers
- Certified DMV Driving History



Criminal Record Check (may include):

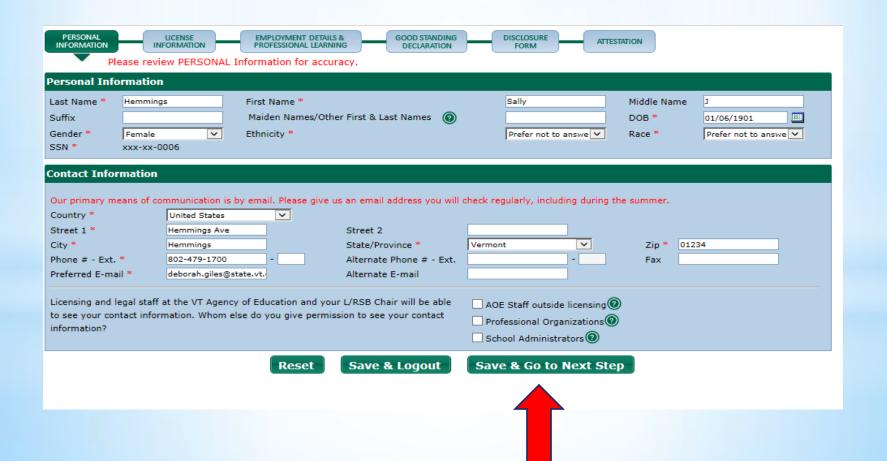
- *Authorization to release to AOE
- *Letter of continuous employment
- *Complete/new Criminal Record Check
- *Depends on educator's situation
- *Not L/RSB responsibility



*To reinstate a license/endorsement an educator will select from What Do You Want to Do?

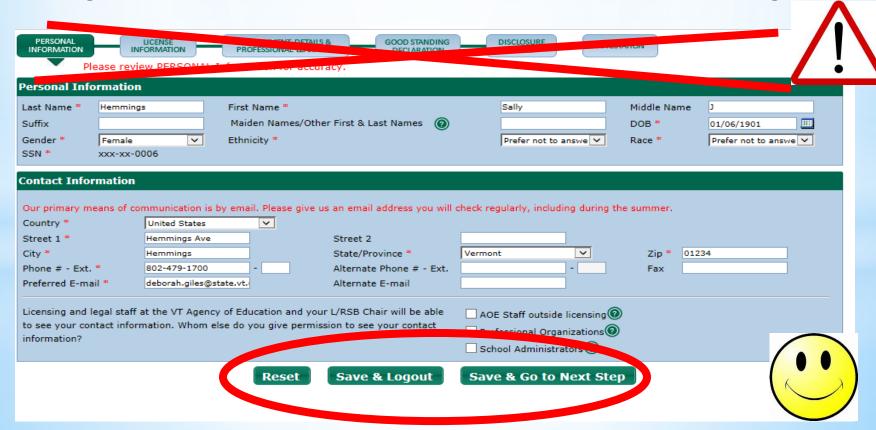


- *Personal Information and Contact Information screen will open and educator can review and edit.
- *If all is accurate SAVE & Go to Next Step.

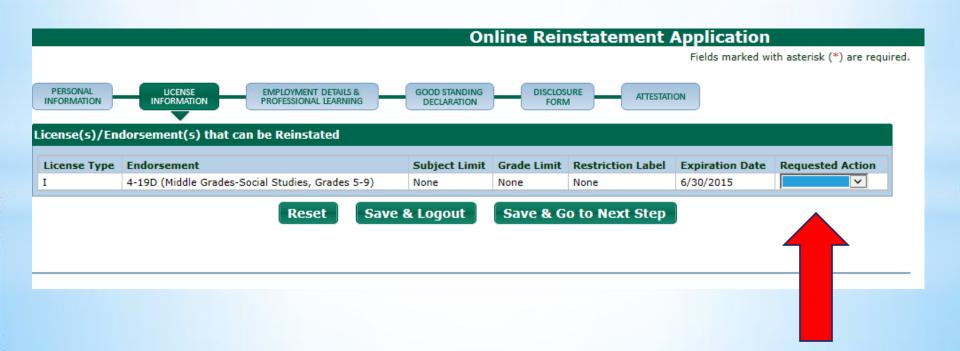


- *Educators should **only select** buttons at the **bottom** of each page!!
- *Educators should NOT select tabs at the top of each page.

*Doing so could create issues such as materials NOT Saving!!



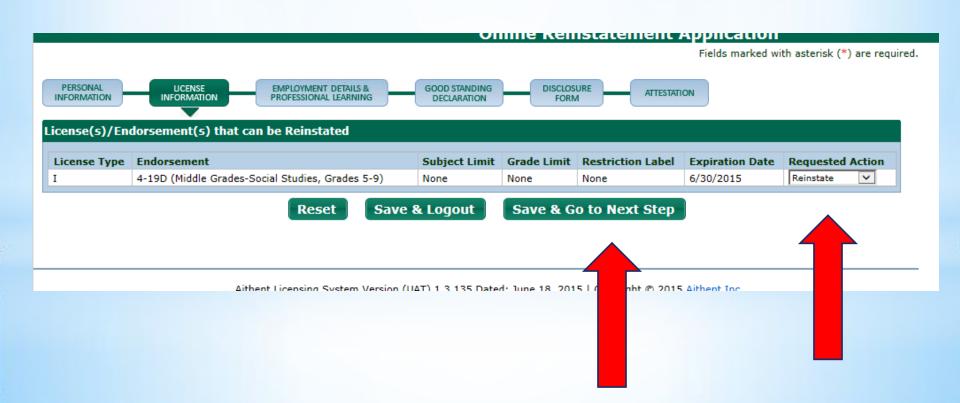
- *License Information screen will appear.
- *Educator will select Requested Action for endorsement wished to reinstate.
- *For multiple endorsements may choose which endorsements to reinstate.



Options are:

- *Do Not Reinstate
- *Reinstate

Then SAVE & Go to Next Step

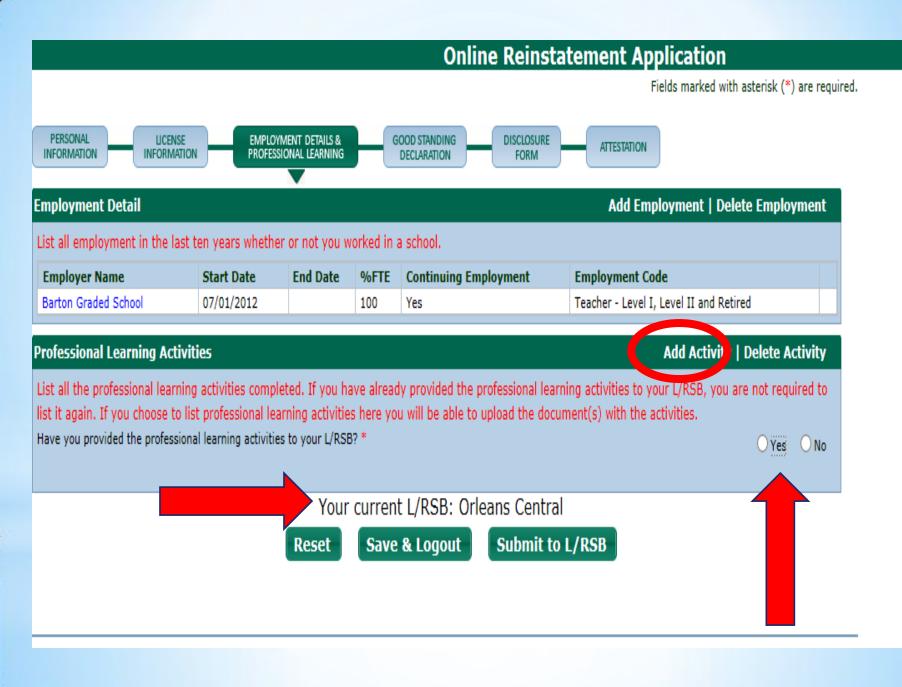


Employment Details appear next.

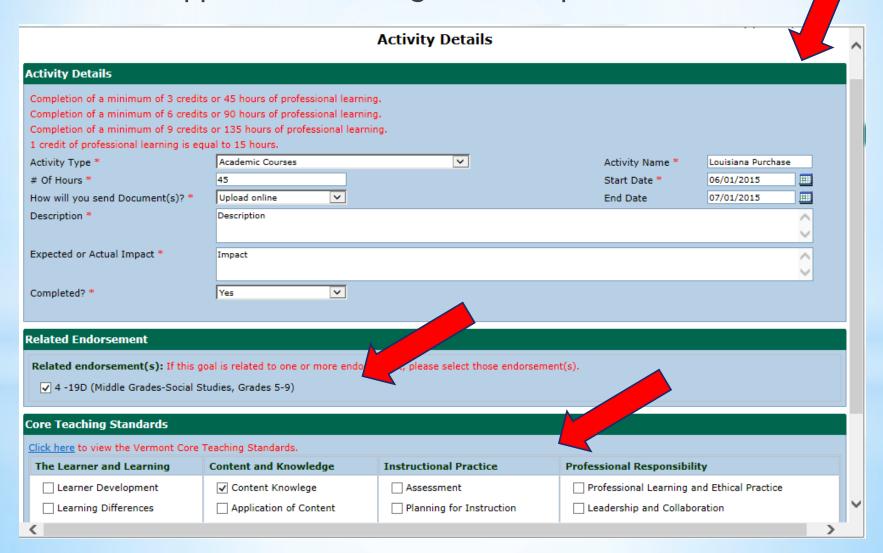
*Educator verifies the info is correct and remembers not to put an ending date. For additional tutorial on adding employment click here.

Professional Learning also appears and educator has option to select:

- *YES PL has been submitted to L/RSB
- *No PL has not been submitted to L/RSB must then enter PL activities. For an additional tutorial on adding PL please click here.
- *Has option to add more PL if needed, even if Yes selected.
- *Current L/RSB is listed at the bottom of this section (very important!!!)



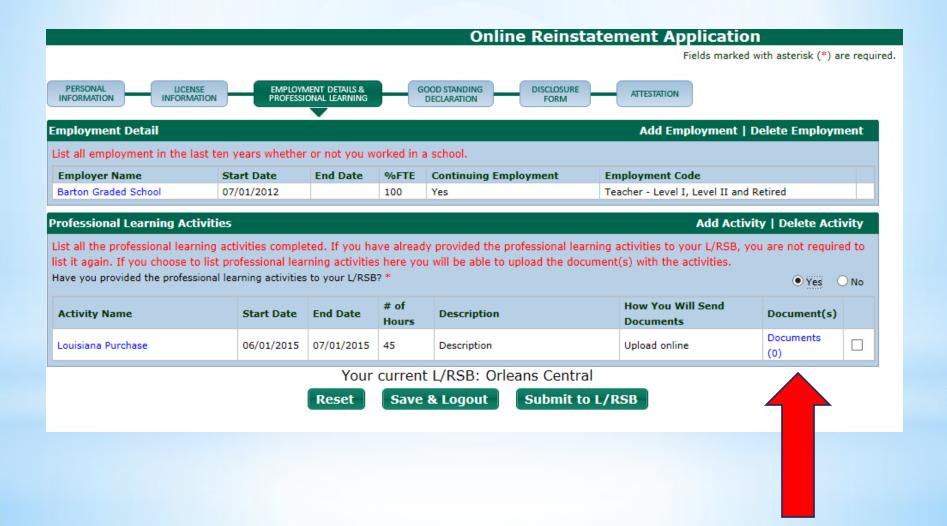
- *Educator completes Activity Details
- *If activity applies specifically to endorsement selects the endorsement to which it applies
- *Checks applicable teaching/leadership standards.



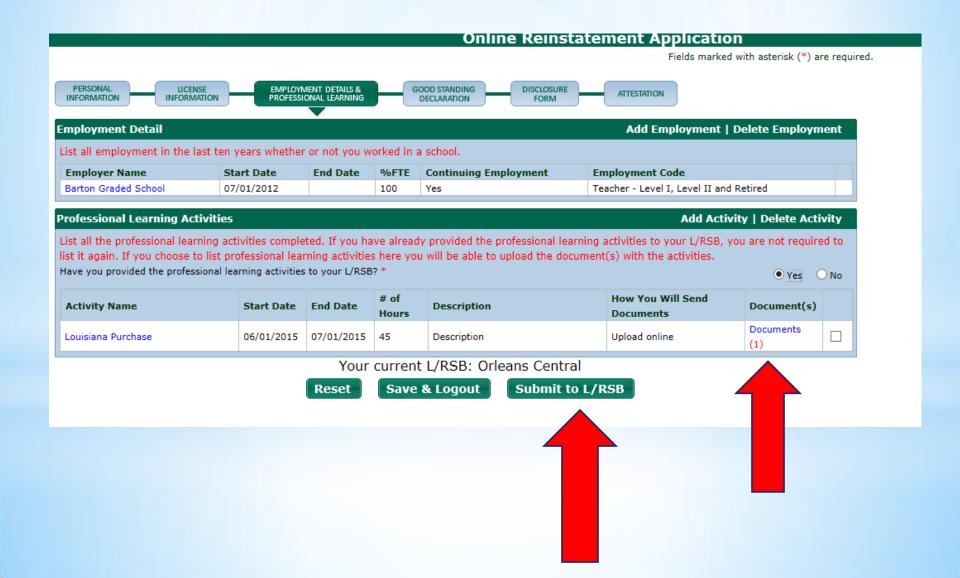
*Selects OK at the bottom of the page

Related Endorsement							
Related endorsement(s): If this goal is related to one or more endorsement, please select those endorsement(s).							
✓ 4 -19D (Middle Grades-Social Studies, Grades 5-9)							
Core Teaching Standards							
<u>Click here</u> to view the Vermont Cor	e Teaching Standards.						
The Learner and Learning	Content and Knowledge	Instructional Practice	Professional Responsibility				
Learner Development	✓ Content Knowlege	Assessment	Professional Learning and Ethical Practice				
Learning Differences	Application of Content	Planning for Instruction	Leadership and Collaboration				
Learning Environment		☐ Instructional Strategies					
	_						
		OK No Change-Close					

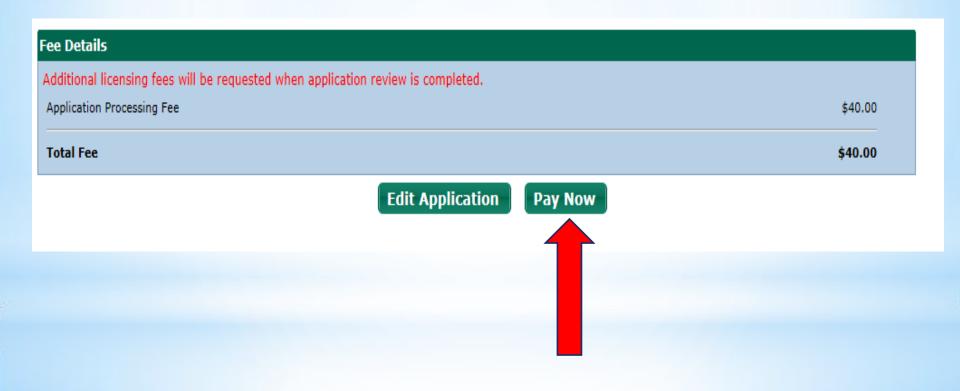
*Uploads any documents



*After uploading document, educator submits to L/RSB



- *Educator is directed to payment page and makes payment.
- *Reinstatement is submitted to L/RSB to review.



*After making a payment the following screen will appear:

Reinstatement Application Submitted

Confirmation

Thank you for using our online services. Your reinstatement application is being submitted to the Orleans Central Board for further review. Your online transaction number is 1934. Please read the checklist section for the items that will be reviewed by your Local/Regional Standards Board. You may attach supporting documents with each item.

Checklist

Item	Item	View/Attach	Item Status
1	Verification of Self-Assessment on teaching and/or leadership practice	Documents (0)	Pending
2	Professional Learning Activities Review	Documents (0)	Pending
3	Others	Documents (0)	N/A

Return to Home

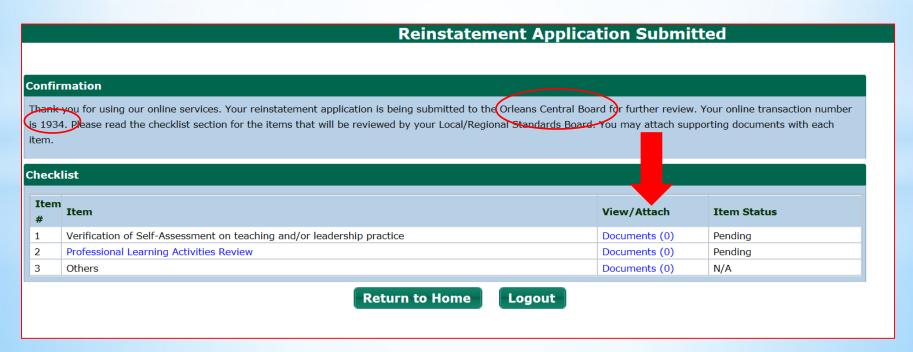
Logout

Reinstatement Confirmation will list:

- *L/RSB name
- *Transaction number

Educator can now upload

- *Document of self-assessment or
- *Addition PL documentation or
- *Any other relevant documentation



*After uploading a Verification document.

Reinstatement Application Submitted

Confirmation

Thank you for using our online services. Your reinstatement application is being submitted to the Orleans Central Board for further review. Your online transaction number is 1934. Please read the checklist section for the items that will be reviewed by your Local/Regional Standards Board. You may attach supporting documents with each item.

Checklist

Item #	Item		Item Status
1	Verification of Self-Assessment on teaching and/or leadership practice	Documents (1)	Information Received
2	Professional Learning Activities Review	Documents (0)	Pending
3	Others	Documents (0)	N/A

Return to Home

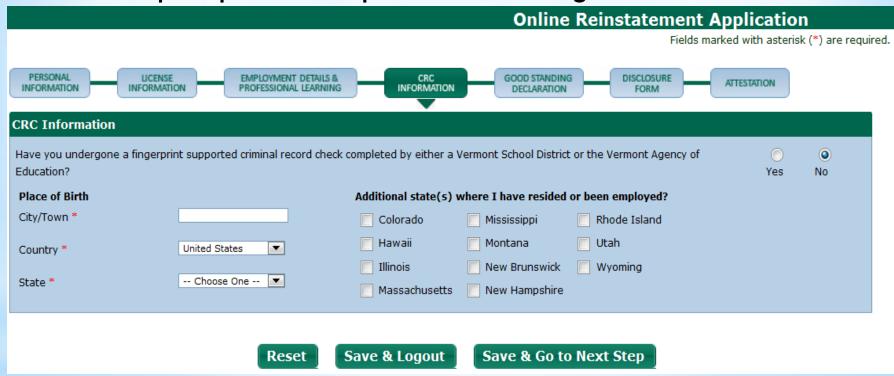
Logout

- *Educator's part is now done, so it is time for the L/RSB to review the reinstatement application.
- *Once your L/RSB or the AOE reviews your reinstatement, you will receive a notification email prompting you to log back in and complete the criminal record check and legal forms.
- *Log into your account and select View Pending Online Applications. Click the green complete application button. Complete the criminal record check question, legal forms, and submit your application to the AOE for final review.

Pending Online Application(s)						
Pending Online Application(s)						
Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
			Complete			
			Reinstatement			Complete Application
Online			A D Lt L	NI/A	View Details	Complete Application
Online Reinstatement	1934	07/01/2015	Application by	N/A	view Details	
	1934	07/01/2015	Candidate (Orleans	N/A	view Details	

If you have <u>not</u> had a Criminal Record Check completed by the Agency or a Supervisory Union

You will be prompted to complete the following information:



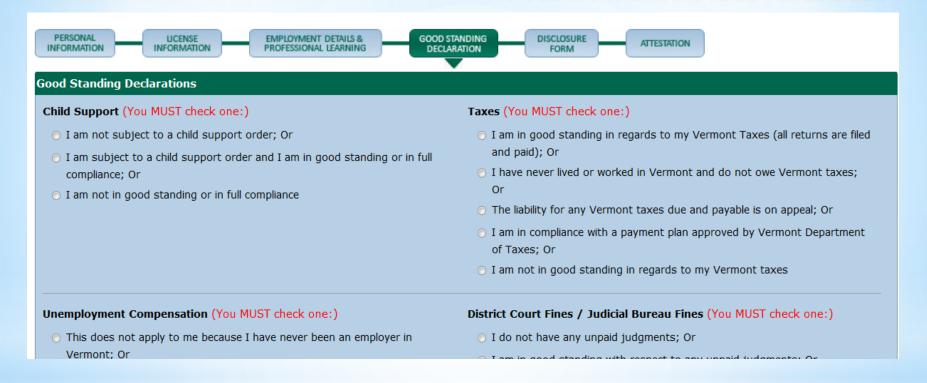
 The rest of the criminal record check process is completed via your 'checklist' when you submit your application. You will also pay the \$16.50 criminal record check fee when you submit your application. If you have had a Criminal Record Check completed by the Agency or a Supervisory Union

	Online Reinstatement Application	on	
	Fields market	d with asterisk	(*) are required.
PERSONAL IJCENSE INFORMATION	EMPLOYMENT DETAILS & CRC GOOD STANDING DISCLOSURE FORM PROFESSIONAL LEARNING INFORMATION OR DECLARATION DISCLOSURE FORM	TTESTATION	
CRC Information			
Have you undergone a fingerprint s Education? CRC Originator * Supervisory	supported criminal record check completed by either a Vermont School District or the Vermont Agency of	⊚ Yes	No No
Supervisory Union * Barre SU			
Have you worked in a Vermont scho	ool district a period of time each school year from report date to current date?	● Yes	No No
Depending on the official report da	ate additional information may be requested.		
	Reset Save & Logout Save & Go to Next Step		

•You will be prompted to complete the 'CRC Originator' and Supervisory Union section. The rest of the criminal record check process is completed via your 'checklist' when you submit your application.



*Complete Good Standing Declaration Form



- *You must select a response for each section. You may need to submit addition information depending on your response.
- *When this step is complete, 'Save & Logout' or 'Save & Go to Next Step'

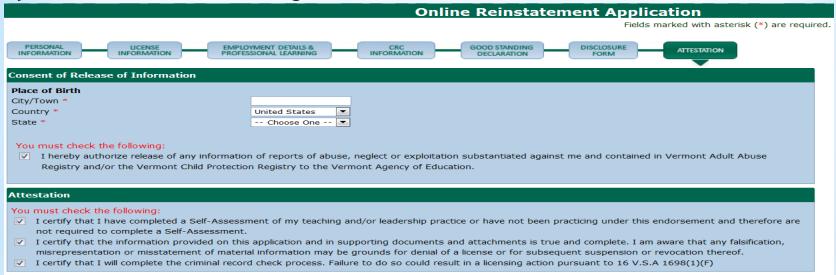
*Complete the Disclosure

PERSONAL INFORMATIO	ATTECTATION					
Disclosure	Questions					
automatic	If the answer to any of the questions "A" through "I" is "yes", you must provide a complete explanation. A "yes" answer to any of those questions is not an automatic denial of licensure. The circumstances will be investigated and reviewed. If you have previously reported the same incident to the Agency of Education, please indicate so.					
	Question	Response				
Α.	Have you ever been convicted of a felony or misdemeanor? If yes, please provide a written explanation and specify the court that issued the conviction. Please note that a plea of nolo contendere counts as a conviction of a criminal offense.	○ Yes ○ No				
В.	Do you have any pending criminal charges? If yes, please provide a written explanation and specify the court that has jurisdiction of the charges.	○ Yes ○ No				
С.	Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation.	○ Yes ○ No				
D.	Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or certificate?	○ Yes ○ No				
	Have you ever had an adverse action taken against any application, certificate, or professional license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, or cancellation. Have you ever voluntarily surrendered a professional license or certificate or withdrawn an application for a professional license or	○ Yes ○ No				

- *You must select a response for each section. You may need to submit addition information depending on your response.
- *When this step is complete, 'Save & Logout' or 'Save & Go to Next Step'



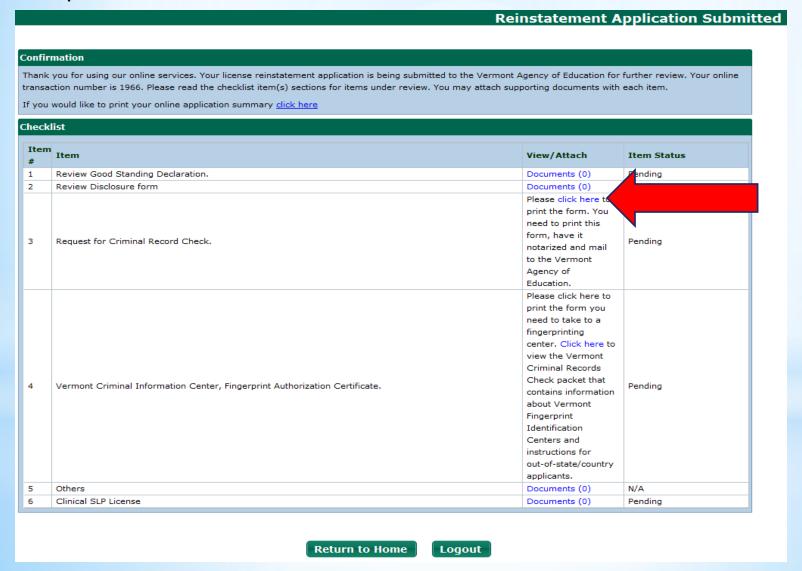
You MUST check off the Attestation to be able to submit your application. This is your form of electronic signature.



Click SUBMIT TO AOE to submit your application for final review.

If you need to have a criminal record check completed, you will be prompted to pay the \$16.50 fee.

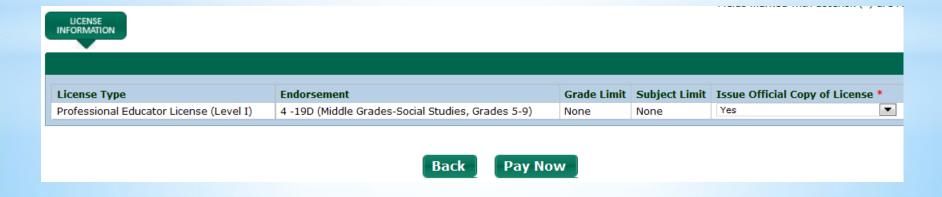
Click next to checklist item 3 request for criminal record check (if applicable) and download the form. Have a notary sign the form, and mail it to the AOE. A specialist will contact you via email with the next step in the CRC process.



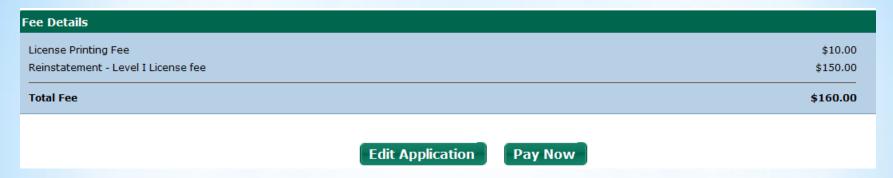
*Once an AOE specialist reviews your application, and approves it, you will receive a notification email prompting you to log back into your account and complete the final payment. Click the green pay now button.

Pending Online Application(s)								
	Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action	
	Online Reinstatement Application	1948	07/28/2015	Reinstatement Review and approval by AOE (Orleans Central)	Application Summary	View Details	Pay Now	

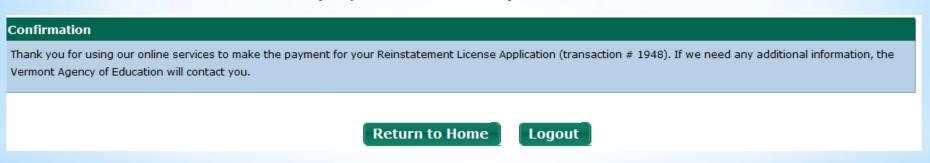
*You will then choose whether you would like to receive a formal copy of your license (additional fee of \$10). Choose yes or no then click pay now.



*Proceed through the payment screens to submit your final payment.



*You will receive a payment receipt confirmation via email.



*An AOE specialist will now approve your reinstatement when payment is received. You will receive an email confirmation that your reinstatement is approved. You may then login to your account and print your license details. <u>Tutorial here</u>.